



Community Development Department - Planning Division

3900 Main Street, Riverside, CA 92522 (951) 826-5371 Fax: (951) 826-5981 www.Riversideca.gov

Condominium Conversion Permit

The number of conversions of apartment units and mobile home spaces to condominium is limited on an annual and locational basis (See Section 19.71.070 of the Zoning Ordinance as Amended 6-9-81 and Resolutions 14410 and 14420 for further details.). Based on the prescribed formula some applications may not be eligible for processing.

APPLICATION SUBMITTAL: Applications will be conditionally accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

APPLICATION PROCESSING: Upon receipt of a complete and accurate application including applicable fees, Planning staff will review your application and prepare a staff report which will be mailed to you. Extra copies are available from the Planning & Building Department.

TIME: The initial review will be done and reports mailed approximately 30 days prior to the City Planning Commission meeting. (Refer to the City Planning Commission schedule for the exact date).

HEARINGS: The applicant, a representative, or the legal owner should be present at all hearings.

APPEAL PROCESS: If your request is denied, you have the right to appeal. Appeal information is available from the Planning & Building Department, on the City website or in the final report.

PLANNING FEES: See current Fee Schedule (***FILING FEES ARE GENERALLY NOT REFUNDABLE***):

REQUIRED ITEMS FOR FILING

- ☐ One (1) copy of completed General Application form.
- ☐ One (1) copy of completed Environmental Information Form (For use in preparing the Initial Study)
- ☐ One (1) copies – (If any variances are proposed) Variance Justification form, completed and attached. If several variances are being requested, each should be justified separately.
- ☐ Two (2) copies - Certified list of the names and addresses of all current tenants.
- ☐ Five (5) copies - Fully detailed and dimensioned plot plan drawn to scale: (Suggested scale: 1" = 20'. Plot Plan must include accurate description of all buildings, parking spaces, driveways, landscape areas, private patios, important terrain features such as steep slopes and rock outcroppings, and any other appropriate site information.)
- ☐ Two (2) copies fully detailed and dimensioned floor plans of each typical apartment unit type drawn to scale.
- ☐ Two (2) copies project analysis and inspection report (prepared by an established building inspection service or state regulated structural engineer or building contractor).
- ☐ Two (2) copies acoustical Report certifying the interior noise levels in each unit meets the standards of the Uniform Building Code, Chapter 35 of the appendix, or prescribing specific measures necessary to attain those standards, prepared by an acoustical engineer.
- ☐ One (1) copy registered letter sent to the current property owners (as required by State law).
- ☐ One (1) copy application to the Riverside County Airport Land Use Commission (ALUC) if the project site is within an Airport Influence Area (see maps in the Planning Department). See "ALUC Review Requirements" handout for further information.
- ☐ One (1) copy Hazardous Site Review and the Hazardous Materials Questionnaire.